

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1390

TITLE: CASHIER

GRADE: S-09

DEFINITION:

Under direction, to receive and account for money; to do clerical work involving the keeping of financial records; and to do related work as required.

TYPICAL TASKS:

Accepts money from the public at a counter and issues receipts;
Sorts and counts cash and checks reports;
Prepares bank deposit slips;
Receives checks and records payments received through the mail;
Explains the basis of charges;
Prepares and balances reports of receipts;
Indexes and files paid bills;
Operates office appliances such as adding machines and typewriters;
Prepares and sends notices of payments due;
Types simple financial reports;
Files and does other routine tasks.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the methods of receiving and accounting for cash;
Knowledge of general clerical procedures;
Ability to keep accurate financial and statistical records and accounts;
Ability to meet the public with tact and courtesy.

EMPLOYMENT STANDARDS:

Graduation from high school and one year of general clerical experience.

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